

**CONFIDENTIAL**

13 October 1953

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Security

MEMORANDUM FOR: The Acting Deputy Director (Administration)  
SUBJECT: Protection of Sensitive Regulatory Issuances

1. The organization, drafting, and dissemination of regulatory issuances in CIA is enormously complicated by two factors, both of which are derived from security concepts:

a. The Agency uses two distinctly different types of funds, vouchered funds and confidential funds, which are administered by different components of the Office of the Comptroller. Accordingly, a regulation on any subject may involve "normal" government policies and the application of Agency vouchered funds procedures and may also involve extraordinary Agency policies applicable only to limited circumstances and requiring the use of confidential funds procedures. Unless great care is taken in differentiating between the normal and the special policies, authorities, and procedures, great confusion will result.

b. It has been Agency policy to restrict the exposure of regulatory issuances which are considered "sensitive" to persons and components having a need-to-know. Issuances may be classified as sensitive if they:

(1) Disclose covert techniques, methods of the existence of certain operational activities and the methods of furnishing administrative support to such operations.

(2) Contain policies and authorities which might offend the sensibilities and proprieties of persons unfamiliar with intelligence activities and, therefore, are considered politically provocative and hazardous.

(3) Contain extremely limited knowledge of most components which would have wider application

2. To accommodate the needs of the organization and its proposed:

a. To establish a subject category in the system of regulatory issuances for each of the two types of funds. Subject category ☐ would be "Confidential Funds", and category ☐ would be "Vouchered Funds". By so doing, each series will contain all funds concerned.

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(1) In the event a fiscal Regulation or Notice might be equally applicable to both types of funds, it would be published in both subject categories so that each would be complete.

b. To appraise every proposed issuance as to sensitivity and determine whether a continuing control should be exercised over its dissemination and exposure. This would be done in full collaboration with both the initiator and the Deputy Director (Plans). Where the determination is positive, the following action would be taken in preparing the issuance for publication:

(1) Two Regulations bearing the same number would be prepared. One would contain the routine normal requirements and would receive routine distribution. The other would include the contents of the normal Regulation but would also contain all of the special, sensitive covert material.

(2) Alternatively, a supplement would be prepared to the overt Regulation which would bear the same number as the normal Regulation. This supplement would contain all of the special, sensitive provisions, policies, authorities, and procedures. It would be marked "Supplement" below the Regulation number and would receive controlled distribution. If there is no need for an overt Regulation, the particular issuance would be complete of itself rather than a supplement.

c. To clearly identify all "sensitive" issuances and to establish responsibility for their exposure as follows:

(1) All sensitive issuances or sensitive supplements would bear the words "Distribution Limited" down the outer edge of the page.

(2) Initial distribution would be individually determined for each such issuance on a need-to-know basis as was done for the former "Covert" issuances.

(3) A revised Regulation No.   - DISTRIBUTION, will explain the system and will charge all personnel with a continuing responsibility to restrict the exposure of issuances so identified to persons having a need-to-know.

4. The approval of the above system, or an alternate, for identifying and separating sensitive and nonsensitive issuances is an urgent requirement. The Deputy Director (Plans) has qualified his concurrence with several Regulations pending publication with a requirement that their sensitivity be clearly indicated, and that their dissemination and subsequent exposure be controlled. In addition, of course, the Agency determination of a control system will drastically effect the manner in which issuances must be written and prepared for publication.

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5. The proposed system of sensitivity control has been tentatively discussed with you previously. It has also been referred to the Chief of Administration, DD/P who has generally concurred. It is suggested that the Deputy Director of Central Intelligence may be interested in this problem and the proposed solution inasmuch as he disapproved of the earlier system which involved a separate "Covert" set of headquarters Regulations.



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Special Assistant to the  
Deputy Director (Admin.)

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